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exact scientific study of the case as would be possible only if the patient were isolated, as we feel that the greatest good to the patient and to the community can be attained in this way.

HOW TO PLAN FOR A CONVENTION

BY JANE VAN DE VREDE, R.N.

Atlanta, Ga.

The following is a resumé of the work done by the Committee on Arrangements in preparation for the convention of the American Nurses' Association, held in Atlanta in April, 1920.

The committee consisted of a chairman and four members, one of whom acted as secretary, and one as treasurer.

Sub-committees were appointed as follows:

I. *Publicity.*—This sub-committee was composed of the chairman and one member from each of the leading newspapers, the Chamber of Commerce, the Convention Bureau, and the Hotel Men's Association.

This committee elected one man as clearing reporter for all leading papers. At the convention, one member was appointed from each association to meet daily the chairman of the Publicity Committee and this joint representation, so all papers had the same staff, the same time. The secretary of each state association, all nursing magazines, the Chamber of Commerce and hotels were provided with special stationery and sticker stamps. All traveling men were notified of the convention and were asked to stay away from Atlanta that week. A special bulletin, "In Atlanta This Week," was published. During the week preceding the convention, all ministers were written to and asked to hold a special service for nurses on the Sunday during the convention.

II. *Information Bureau and Supply Committee.*—This sub-committee consisted of a chairman and four assistants. Its duties were (1), to secure desks, blackboards and supplies needed at the Bureau of Information; (2) to arrange details for giving information during the convention; (3) to care for lost and found articles; (4) to arrange the time for the personnel of the bureau to be on duty, keeping a sufficient number to do the work at all times; (5) to receive and deliver messages; (6) to care for visitors' mail; (7) to secure and distribute all supplies needed by other committees on written requisition of the chairmen of committees; (8) to return all borrowed articles at the close of the convention.

III. *Halls*.—Four halls were needed, one for each national organization and one for joint meetings; four registration places were needed, one for each organization and one for general registration; rooms were needed for round tables, for committee meetings and for voting places.

A chairman and two assistants were assigned to each hall for meetings. Their duties were to secure needed supplies from the Supply Committee, to have the hall ready for each meeting, to have one member present at each meeting to notify speakers when they were not heard, to keep order, etc. The committee in charge of the Armory where the joint meetings were held, in addition to these duties, arranged decorations for the Armory and for the stage, each evening.

A chairman and four assistants were assigned to the registration rooms and the same committee had charge of the voting places. Their duties were to secure needed supplies and to direct members who wished to register or to vote.

For the round tables, there was one general chairman with a sub-committee of three for each organization. Their duties were to consult with the Programme Monitor and with the general chairman on halls, to secure rooms for the round tables, to see that each room was ready. One member of a committee was present at each round table.

IV. *Invitations*.—This committee consisted of a chairman and one assistant whose duties were to order invitations printed, to secure the names of guests to be invited—members of hospital boards, medical boards, superintendents of hospitals, members of women's clubs—to address and mail the same.

V. *Church*.—This committee consisted of one general chairman, a sub-chairman for each religious denomination, and ten or twelve assistants. Their duties were to meet members at the hotels on Sunday morning and to direct or take them to church.

VI. *Ushers*.—A chairman and two assistants. Their duties were to secure the personnel,—student nurses from the hospitals,—and to get badges for them, to see that a sufficient number of ushers was on hand for each meeting, to arrange for their lunches and their relief, to give them instructions as to their duties.

VII. *Hostesses*.—A chairman whose duties were to secure the appointment of a hostess from each state who would represent the nurses of her state and who would meet the local hostess during the meetings, to secure badges for the hostesses.¹

¹ It was the desire of the directors of the national organizations that the state hostesses should make it a special duty to seek out nurses from their states who were not acquainted with others and to make them feel at home.

VIII. *Exhibits*.—A chairman and two assistants whose duties were to secure exhibits from training schools, the Red Cross, etc., to receive and store the same until time to arrange for the display at the convention, to be responsible for exhibits during the convention, to have some one on duty each day, to see that exhibits were packed and returned at the close of the convention.

IX. *Book Department*.—A chairman and two assistants whose duties were to arrange with the AMERICAN JOURNAL OF NURSING for the exhibit of nursing books, to receive and store the books until the time of the convention, to arrange the exhibit, to take orders during the convention, to pack and return the books at the close of the convention.

X. *Reception*.—A chairman and two assistants whose duties were to conduct out-of-town speakers to and from places of meeting, to secure transportation for guests for special occasions.

XI. *Automobiles*.—A chairman and four assistants whose duties were to secure automobiles for the Sunday drives, and for special occasions, conferring with the Automobile Association, the County Medical Association and with citizens owning cars, to print needed posters, to have a committee at each hotel at the time of the ride to see that all guests were given accommodations, to secure needed newspaper publicity.

XII. *Accommodations, Hotel, and Station Information*.—A chairman and several assistants made reservations for all who communicated with the Arrangements Committee, notified inquirers where reservations had been made, cared for all members whom the hotels could not accommodate, held conferences on the housing question with the Hotel Men's Association, and with the Young Women's Christian Association, conducted an advertising campaign to secure rooms in private houses, established a bureau to receive and list the names of citizens who offered rooms, sent announcements of the need of rooms to churches, conducted bureaus of information at the hotel headquarters and at the railway stations, posted signs at the stations, showing the location of the information bureau, secured rooms for those who had not made reservations in advance, and made re-adjustments when necessary.

XIII. *Music*.—A chairman who secured musicians and arranged programmes for the joint evening sessions, and arranged for the community singing at the opening of each afternoon session.

The general duties of the Committee on Arrangements may be summed up as follows: to secure places of meeting, to collect funds for convention expenses, to pay bills, conduct correspondence, secure local speakers, to meet the sub-committees to work out details, to

secure local stenographers, to secure the services of Boy Scouts, to confer with the Federated Women's Clubs, to see that all halls were cleaned and ready, to assign and placard halls and rooms.

Volunteer gifts and services were as follows: all automobiles used for the Sunday drive, flowers and palms for decoration, the use of the Auditorium for evening sessions, the use of the Tabernacle for other sessions, many of the supplies needed, the use of four hundred chairs, the musical programme, the afternoon tea at the home of Mrs. Irwin and that at Fort McPherson, the reception by the Federated Women's Clubs, the services of two clerks and four stenographers, the services of the Boy Scouts, and accommodations for foreign delegates and guests.

Contributors to the convention expense were the Chamber of Commerce, the Georgia State Nurses' Association, the four district associations of the state, eight alumnae associations of nurses in Atlanta, two in Augusta, one in Savannah, and individual subscriptions of \$1 each, the whole amounting to \$802.50.

At the time of the writing of this article, a few small accounts were still unpaid, but the disbursements to date were:

Cleaning church	\$214.00
Decoration of Auditorium	100.00
Janitor service	73.50
Hostess badges	16.00
Flowers for memorial	25.00
Ushers' lunches	22.50
Ushers' badges	7.40
Boy Scouts' lunches, car tickets, etc.	20.00
Publicity man	25.00
Community song leaders, lunches, and taxis	10.00
Printing stationery, stamps, etc.	100.65
Incidentals—stamps, stationery, water, ice, drinking cups, pictures, Yale lock, printing of signs, etc.	48.25
Total	<hr/> 662.30